

Town Of Berlin Records Retention and Disposal Schedule		Schedule #: M-210
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Department: Berlin Police Department		Division/Type Police Department Logs & Cards Section
Item #	Description	Retention
1	CC Log Book Contains: Complaint Control Number, Offenders Name, Offense, Date/Time, Assigned Officer	10 years, then destroy
2	Adult Arrest Log Contains: Arrest Number, Offenders Name, Offense, Date/Time, Assigned Officer, Location	10 years, then destroy
3	Complaint Cards Contains: Complaint Control Number, Reporting Party, Date/Time/Location, Nature of Call, arrival/completion time	1 years, then destroy
4	Detention Log Sheet Contains: Time of Detention, Location, Condition, Observing Officer	15 years, then destroy
5	Juvenile Log Book Contains: Complaint Control Number, Offenders Name, Offense, Date/Time, Assigned Officer	10 years, then destroy
6	Log Sheets Contains: Responding Officer/Vehicle, radio traffic, time of call	2 years, then destroy
Approved by Department, Agency, or Division Representative Date: <u>July 10, 2006</u> Signature: <u>[Signature]</u> Name: Arnold R. Downing Title: Chief of Police		Schedule Authorized by State Archivists Date: <u>16 Aug 06</u> Signature: <u>[Signature]</u> Name: Edward C. Papenfuse